



This job aid provides an overview for using FPMT to provide information about facilities, land, and other assets.

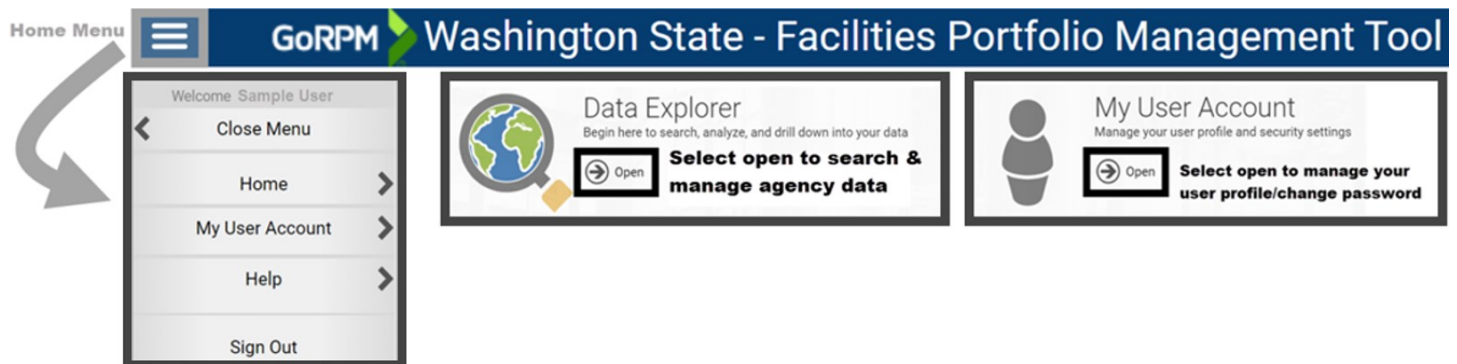
FPMT Initial Implementation 2017	FPMT Lease Accounting Enhancements Oct 2021
FPMT was implemented in 2017 so that agencies have a standard system to track and manage information to meet facility reporting requirements. ✓ Agency data in FPMT is used to inform the state's six-year facilities plan, capital budget decisions, comprehensive emergency management planning, annual facilities inventory, etc. Reference the facilities planning page on the OFM website.	FPMT will be expanded in October 2021 so that agencies can use new processes and reports to comply with Governmental Accounting Standards Board Statement 87 Leases (GASB87). ✓ FPMT will have expanded capabilities to track additional lease accounting information (facilities, land, other assets), calculate present value of leases, and interface with AFRS. Reference the GASB87 page on the OFM website.

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Home Page

The FPMT home page includes standard navigation tools to track and manage information. All FPMT users have access to the data explorer and their user account. Additional options are dependent on security/permission levels.

- ✓ Data is secured by user roles with security/permissions. This helps to ensure agencies can manage and control their data.

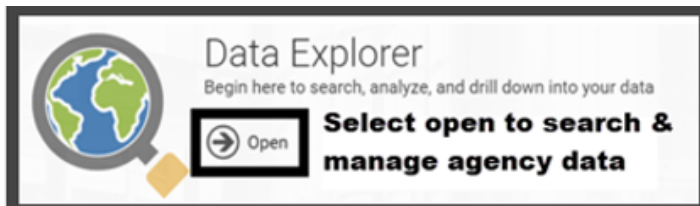


Data Explorer

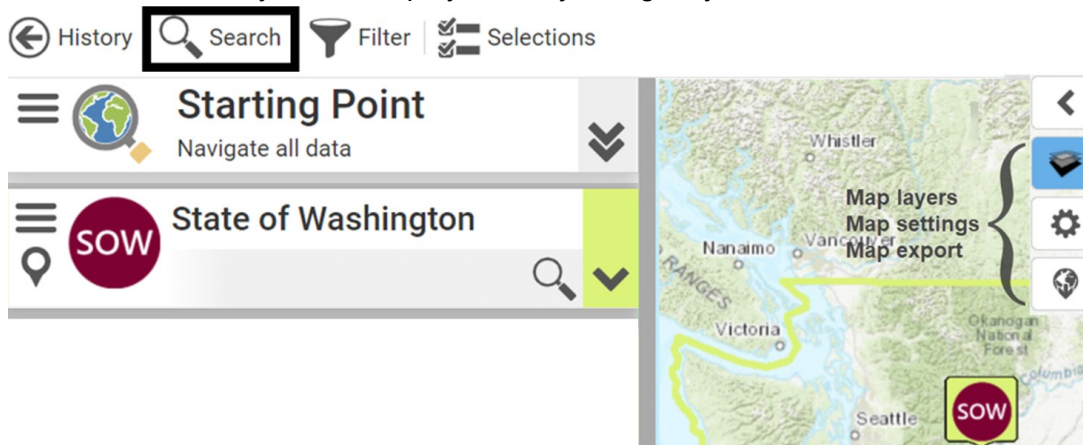
Use the data explorer to display or edit your agency data for facilities, land, and other assets.

- ✓ Data is secured by user roles with security/permissions. This helps to ensure agencies can manage and control their data.

➔ In this example, we select open to search and display agency data.



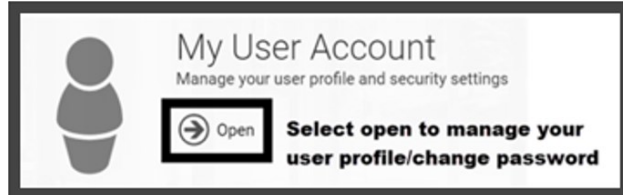
➔ In this example, the starting point for data explorer is displayed. Use the [search](#) tools to find information so that you can display or edit your agency data for facilities, land, and other assets.



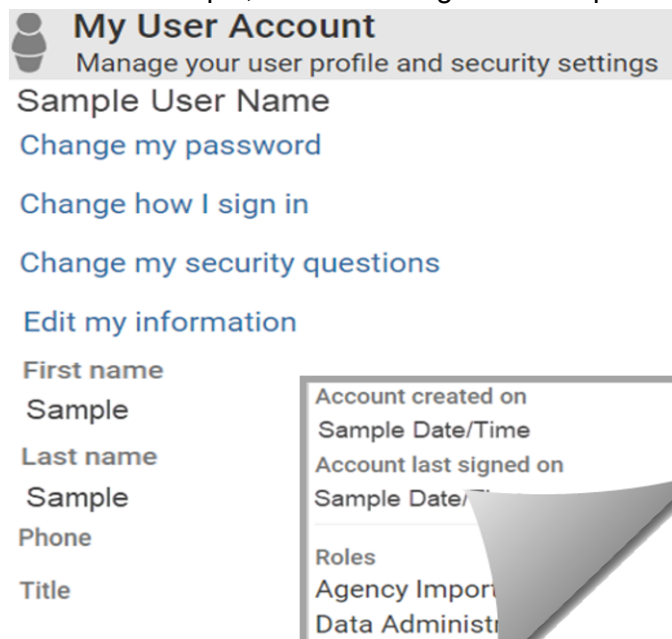
My User Account

FPMT includes an option to manage information about your user profile and security settings.

→ In this example, we select open to display information about our user account.

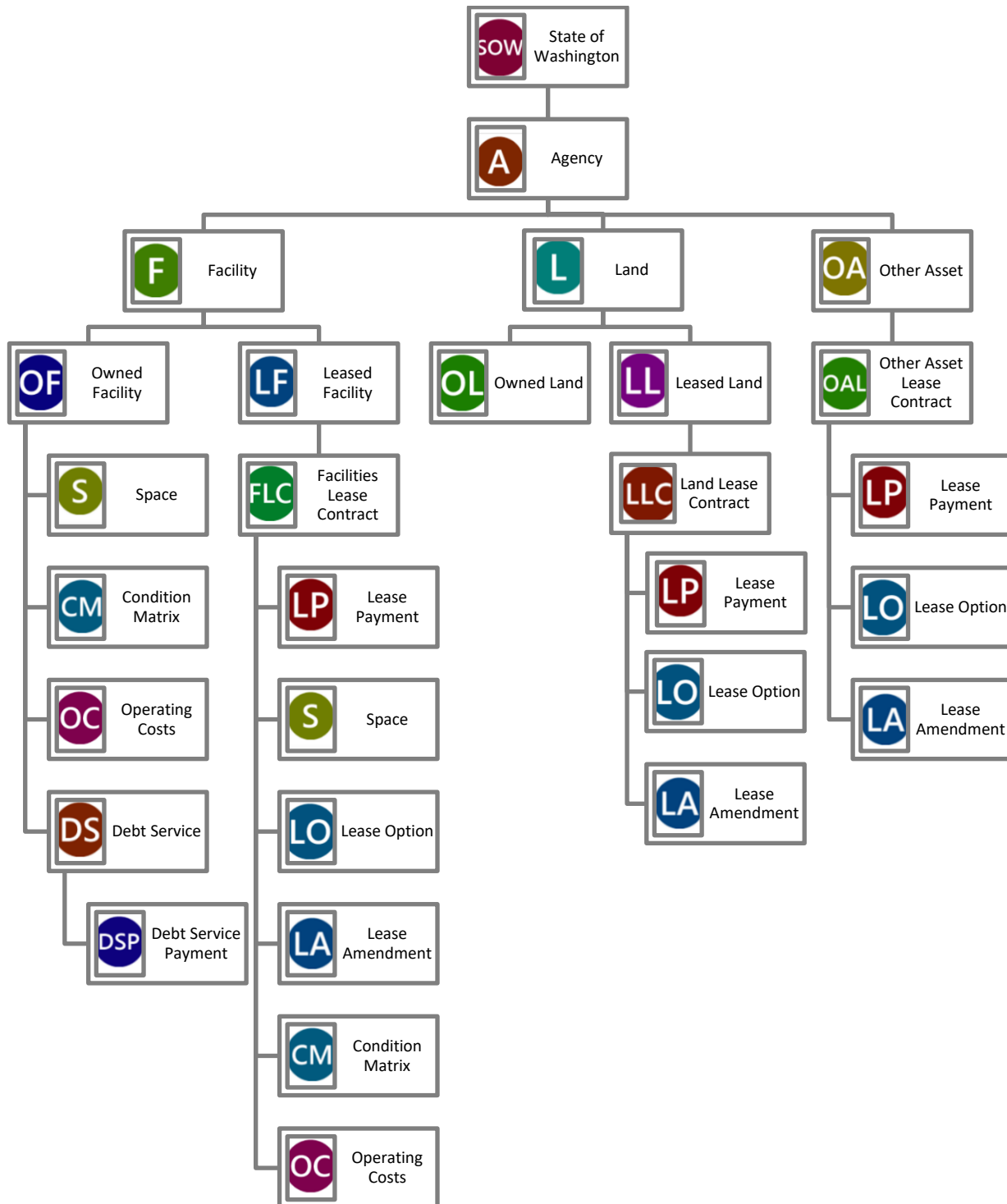


→ In this example, we can manage our user profile and display information about our user account.



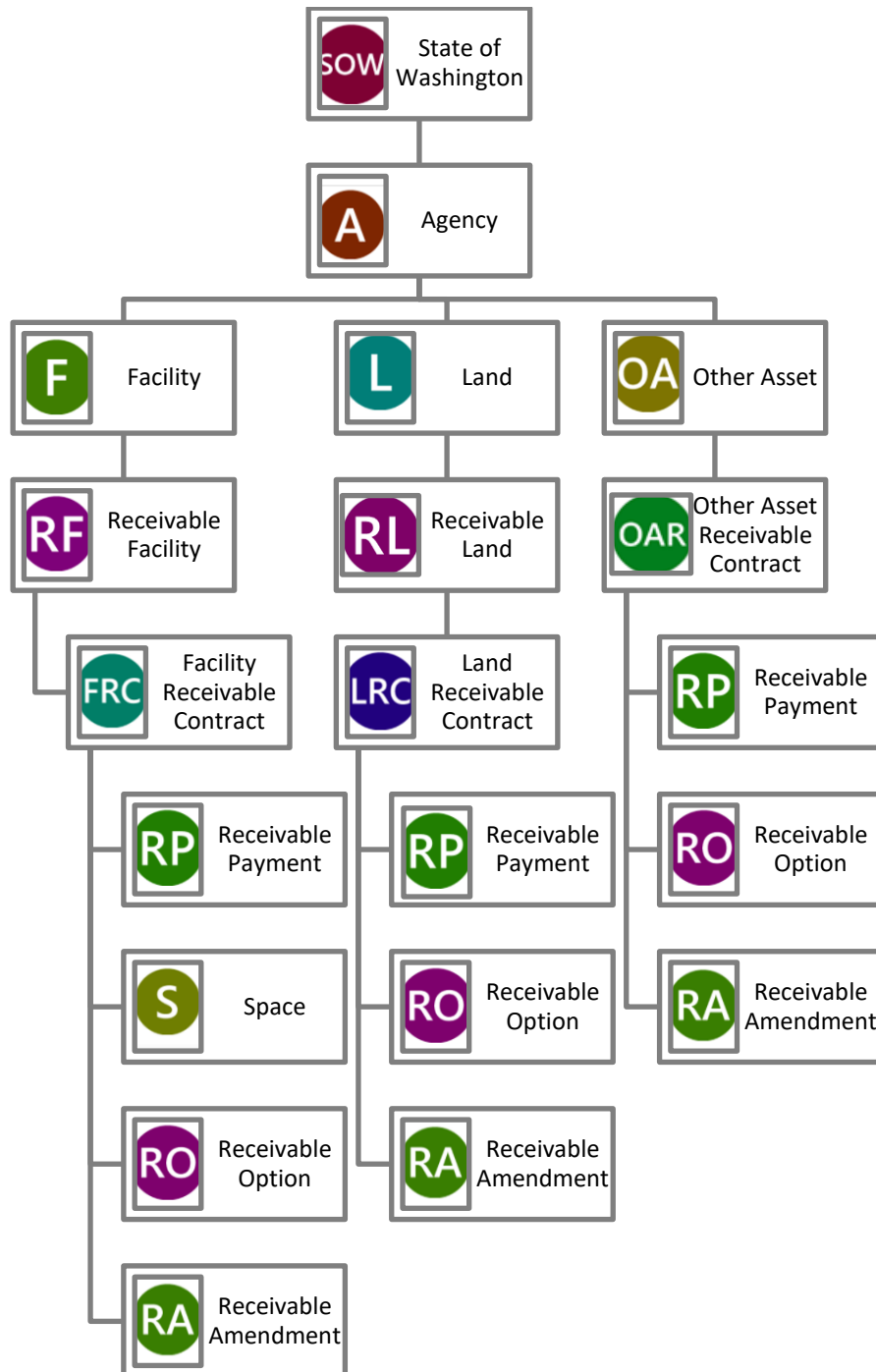
Data Hierarchy

FPMT uses a standard data hierarchy to organize and manage information.



Data Hierarchy - Receivable Leases

FPMT uses a standard data hierarchy to organize and manage information for receivable leases.

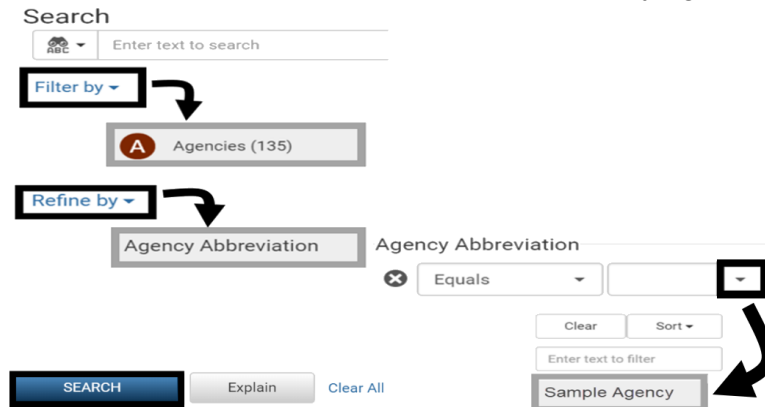


Agency (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

- ✓ Use the data explorer search tools to find information so that you can display and manage data for facilities, land, and other assets.

→ In this example, we use search tools to filter by agencies and refine by agency abbreviation.



Search

ABC Enter text to search

Filter by

A Agencies (135)

Refine by

Agency Abbreviation

Equals

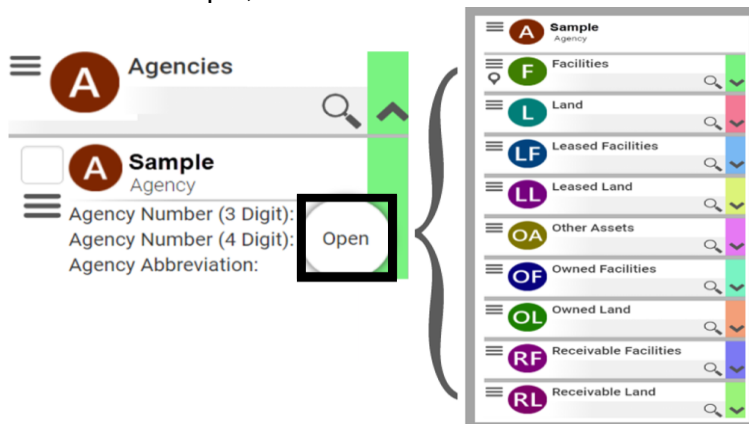
Clear Sort

Enter text to filter

Sample Agency

SEARCH Explain Clear All

→ In this example, we can access several areas in the data hierarchy for the agency.



Agencies

Sample Agency

Agency Number (3 Digit):

Agency Number (4 Digit):

Agency Abbreviation:

Open

- Sample Agency
- Facilities
- Land
- Leased Facilities
- Leased Land
- Other Assets
- Owned Facilities
- Owned Land
- Receivable Facilities
- Receivable Land

→ In this example, we can manage information in the data hierarchy from the agency menu.



Sample Agency

Manage

Select

Open

Add

Edit

Delete

Documents (0)

Photos (0)

Reports

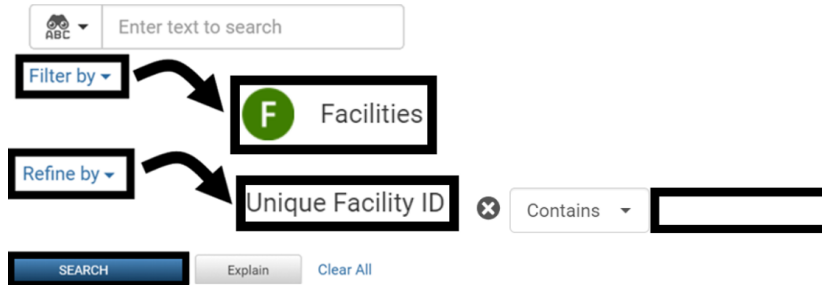
- Facility
- Land
- Leased Facility
- Leased Land
- Other Asset
- Owned Facility
- Owned Land
- Receivable Facility
- Receivable Land

Facility (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

- ✓ Use the data explorer search tools to find information so that you can display and manage data for facilities.

→ In this example, we use search tools to filter by facility and refine by unique facility identifier (UFI).



The screenshot shows a search interface with a search bar at the top. Below it, there are two filter sections. The first section, labeled 'Filter by', has a dropdown menu with 'Facilities' selected. The second section, labeled 'Refine by', has a dropdown menu with 'Unique Facility ID' selected. To the right of the 'Refine by' section, there is a search box with the text 'Contains' and a text input field. At the bottom, there are three buttons: 'SEARCH', 'Explain', and 'Clear All'.

→ In this example, we can manage information in the data hierarchy from the facilities menu



The screenshot shows the 'Facilities' menu on the left, which includes a search icon and an upward arrow. Below the menu, there is a section for 'Sample Facility' with fields for 'Unique Facility ID:', 'Ownership Type:', and 'Primary Address:'. To the right of this section, there is a list of facility types: 'Leased Facility' (LF), 'Owned Facility' (OF), 'Receivable Facility' (RF), and 'Space' (S). A large black arrow points from the 'Sample Facility' section to a 'Manage' dropdown menu. The 'Manage' menu is open, showing options: 'Select', 'Open', 'Add', 'Edit', and 'Delete'. To the right of the 'Manage' menu, there are icons for 'Documents (0)', 'Photos (0)', and 'Reports'.

Land (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

- ✓ Use the data explorer search tools to find information so that you can display and manage data for land.

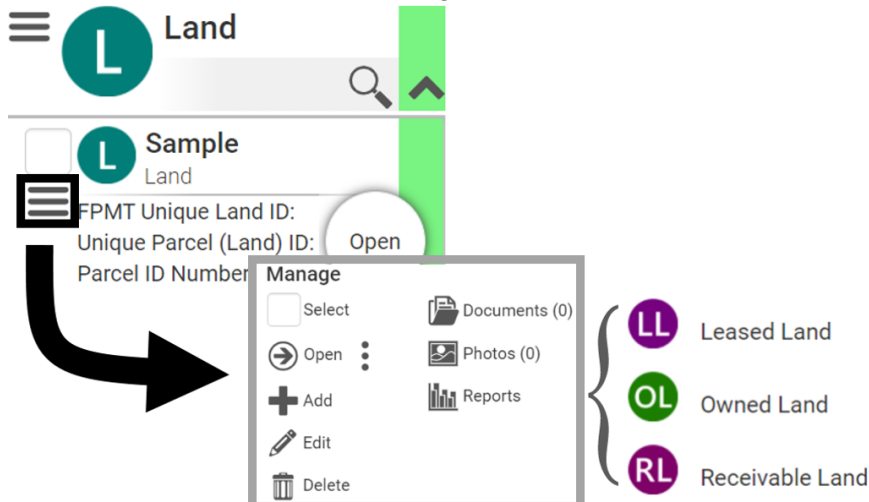
→ In this example, we use search tools to filter by land and refine by unique parcel (land) ID.



The screenshot shows a search interface with the following elements:

- A search bar with a magnifying glass icon and the text "Enter text to search".
- A "Filter by" dropdown menu with a downward arrow, which is currently set to "Land".
- A "Refine by" dropdown menu with a downward arrow, which is currently set to "Unique Parcel (Land) ID".
- A search button labeled "SEARCH".
- Buttons labeled "Explain" and "Clear All".
- A "Contains" dropdown menu with a downward arrow, which is currently set to "Contains".
- An empty text input field for the search criteria.

→ In this example, we can manage information in the data hierarchy from the land menu.



The screenshot shows a data hierarchy menu with the following elements:

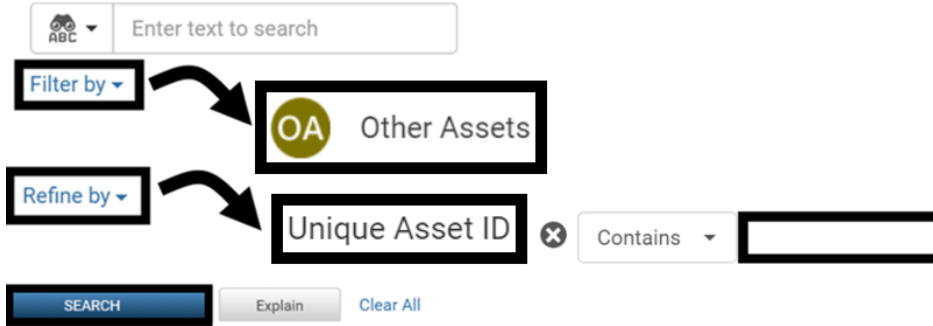
- A hamburger menu icon (three horizontal lines) on the left.
- A "Land" menu item with a green circle containing a white "L".
- A "Sample Land" menu item with a green circle containing a white "L".
- A "Manage" dropdown menu with the following options:
 - Select
 - Open
 - Add
 - Edit
 - Delete
- A "Documents (0)" icon with a folder symbol.
- A "Photos (0)" icon with a photo symbol.
- A "Reports" icon with a bar chart symbol.
- A legend on the right side of the screen showing three categories:
 - LL Leased Land (purple circle)
 - OL Owned Land (green circle)
 - RL Receivable Land (purple circle)

Other Asset (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

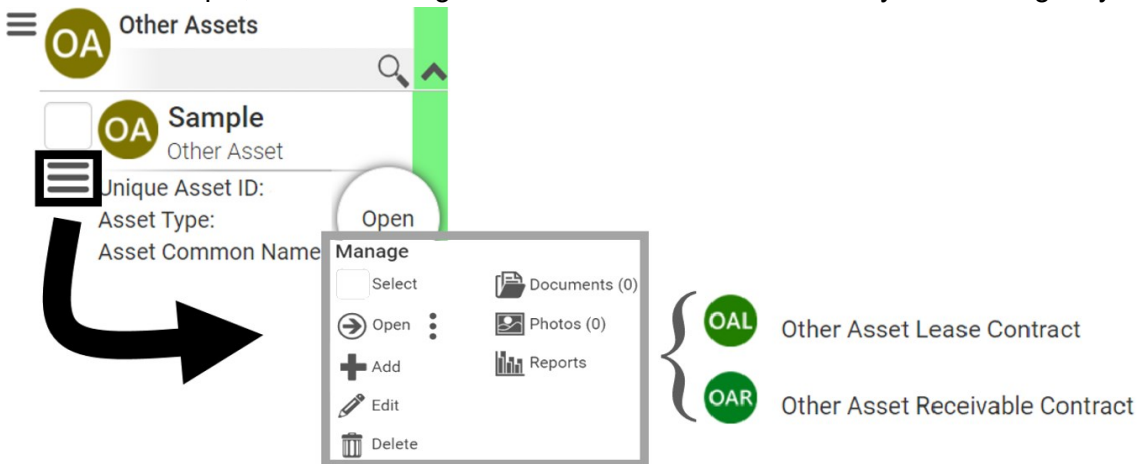
- ✓ Use the data explorer search tools to find information so that you can display and manage data for other assets.

→ In this example, we use search tools to filter by other assets and refine by unique asset ID.



The screenshot shows a search interface with a search bar at the top. Below the search bar, there are two filter sections. The first section, labeled 'Filter by', has a dropdown menu with 'Other Assets' selected. The second section, labeled 'Refine by', has a dropdown menu with 'Unique Asset ID' selected. To the right of the 'Refine by' dropdown, there is a search operator dropdown set to 'Contains' and an empty text input field. At the bottom, there are three buttons: 'SEARCH', 'Explain', and 'Clear All'.

→ In this example, we can manage information in the data hierarchy from the agency menu.



The screenshot shows a data hierarchy menu. At the top is 'Other Assets' with a green circle icon. Below it is 'Sample' with a green circle icon and the text 'Other Asset'. A context menu is open over the 'Sample' item, showing options: 'Open', 'Manage', 'Select', 'Documents (0)', 'Photos (0)', 'Reports', 'Add', 'Edit', and 'Delete'. To the right of the context menu, there are two green circle icons with labels: 'OAL' for 'Other Asset Lease Contract' and 'OAR' for 'Other Asset Receivable Contract'.

Business Process Wizards

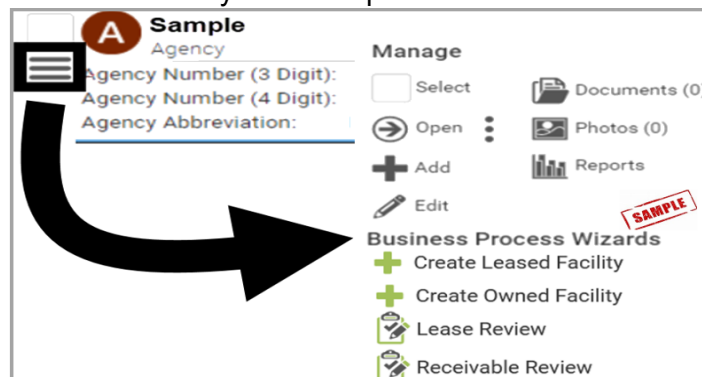
FPMT business process wizards combine several procedures to provide guidance and help reduce some of the steps for managing data. For example, the business process wizard to create a new leased facility will combine steps needed to add the new leased facility with additional steps needed for some of the related processes in the [data hierarchy](#). Users with the facility role will use the create leased facility wizard to complete the facilities-related steps and users with an accounting role will use the lease review wizard to complete the accounting-related steps.

- ✓ Due to updated user roles/permissions, creating a new leased or receivable leased facility is a two-step process. The two-step process will require coordination between agency facilities staff and accounting staff if the facility user does not also have the accounting role to complete both steps.

Business Process Wizard	Available From	User Role
Create Owned Facility + Create Owned Facility	Agency	Agency Editor Facility
Create Leased Facility + Create Leased Facility	Agency	Agency Editor Facility
Create Receivable Lease + Create Receivable Lease	Owned Facility Facility Lease Contract	Agency Editor Facility
Deactivate ✗ Deactivate	Owned Facility	Agency Editor Facility
Deactivate ✗ Deactivate	Leased Facility Receivable Facility	Agency Editor Accounting
Renew ↻ Renew	Facility Lease Contract Facility Receivable Contract	Agency Editor Accounting
Lease Review 📄 Lease Review	Agency	Agency Editor Accounting
Receivable Review 📄 Receivable Review	Agency	Agency Editor Accounting
<ul style="list-style-type: none"> ✓ Create, deactivate, and renew business process wizards are currently only available for facility data. ✓ Lease review and receivable review business process wizards include facility, land, and other asset data. 		

In this example, our user account includes a facility role and an accounting role. We can use the business process wizards to create a new leased or owned facility. When we complete the facility-related steps, we can use the review business process wizard to complete the lease accounting steps.

- ✓ If you only have a facility role, you will not have access to the lease review or receivable review business process wizards.
- ✓ If you only have an accounting role, you will not have access to the create owned facility or create leased facility business process wizards.

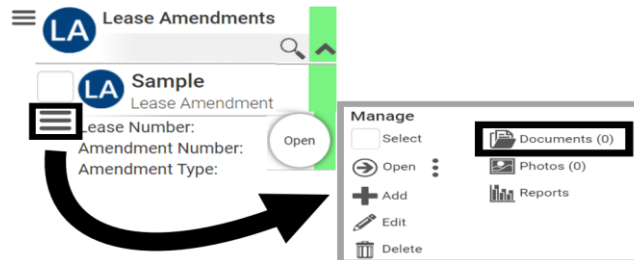


Attachments (Display/Manage Documents & Photos)

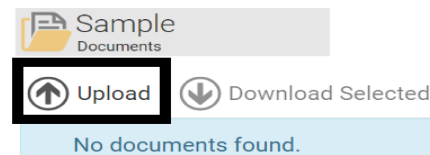
FPMT uses standard tools to manage documents and photos. For example, you can upload attachments for facilities, land, and other assets.

1. **Select:** Menu.
2. **Select:** Documents.
- FPMT also provides the option to upload and manage photos.

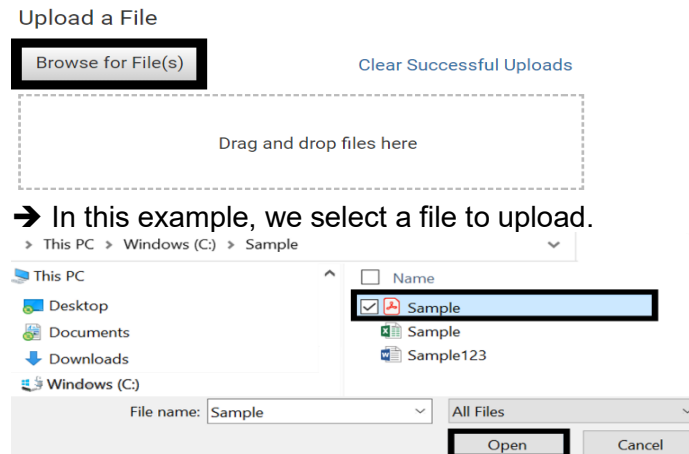
In this example, we select documents from the lease amendment menu.



3. **Select:** Upload.

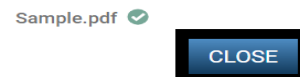


4. **Select:** Browse for files.
- FPMT uses standard options to browse, select, and upload files. You can also drag and drop files.

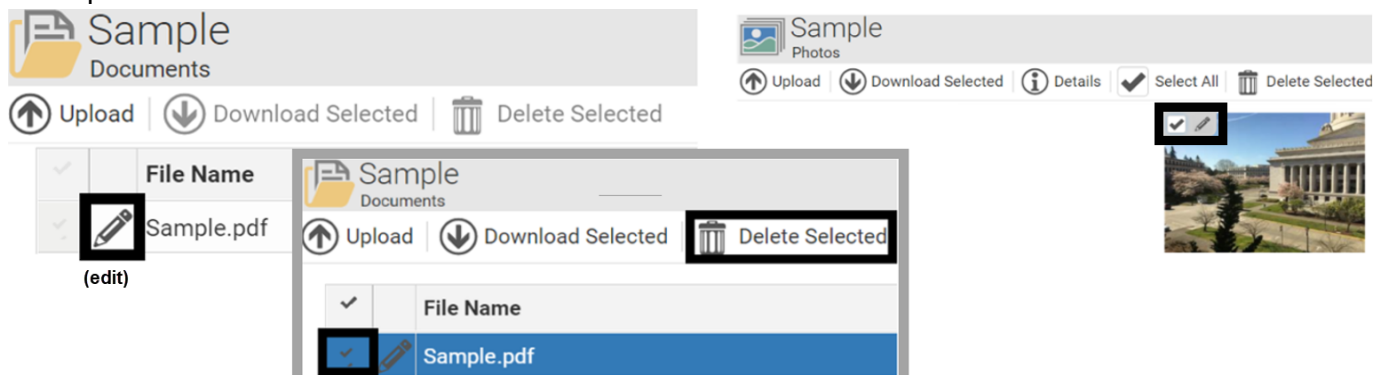


→ In this example, we select a file to upload.

5. **Select:** Close.



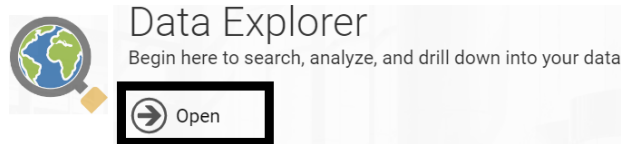
→ In this example, we can select the file to download or delete. We can also edit the file name and description.



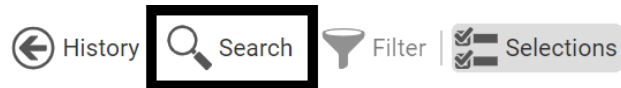
Search

FPMT uses standard search and filter tools in the data explorer.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

→ FPMT will display a list of criteria.

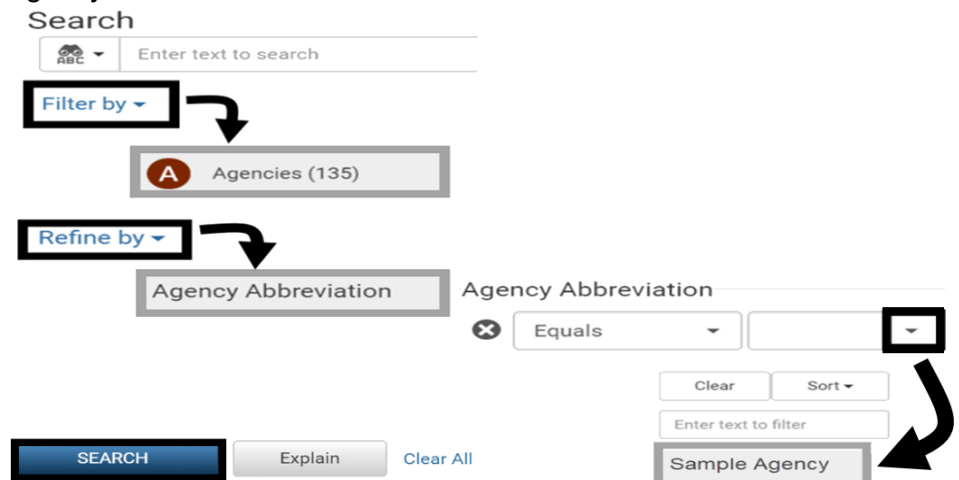
4. Select: Criteria.

5. Select: Refine by.

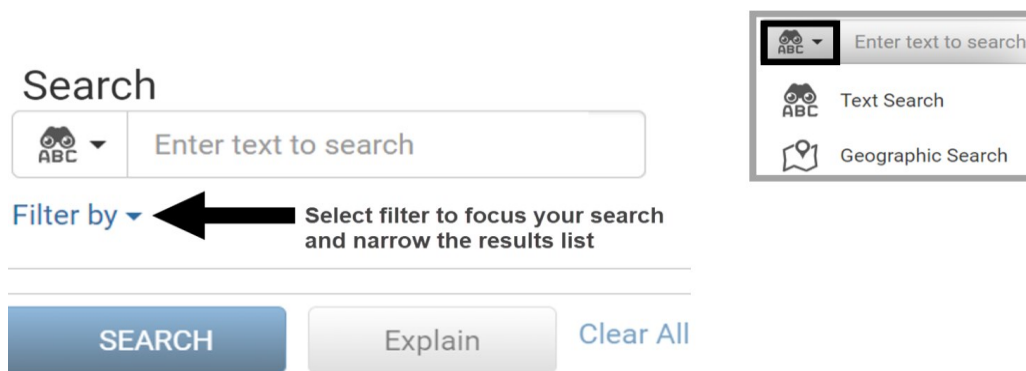
→ FPMT will display additional options depending on your search criteria.

6. Select: Search.

In this example, we use search tools to filter by agencies and refine by agency abbreviation.



→ In this example, we can use the search tools to search by text or by geographic search. We can also select filters to focus our search and narrow the results list.



Reports

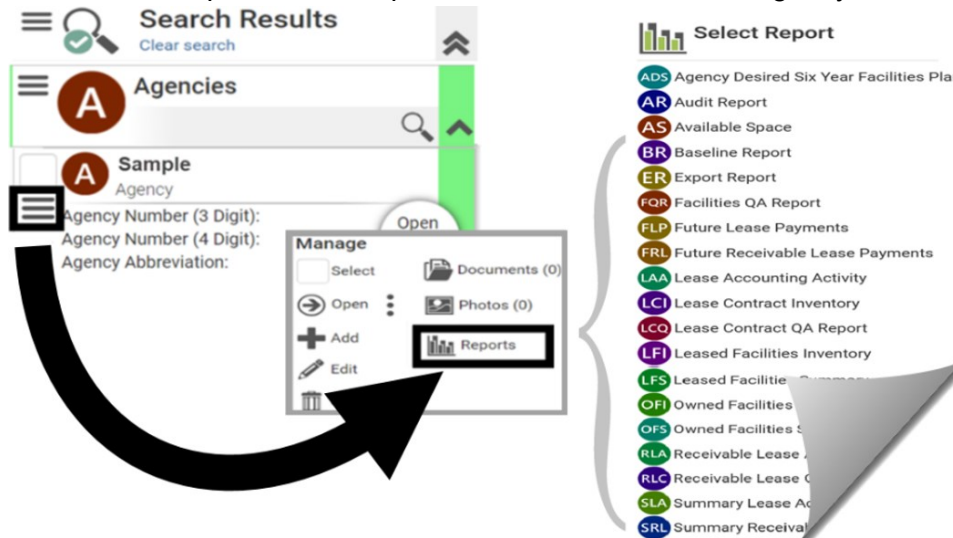
FPMT uses standard reporting tools in the data explorer.

- ✓ FPMT will provide additional options after you select a report. For example, FPMT will prompt you to input fiscal year or other criteria if needed.

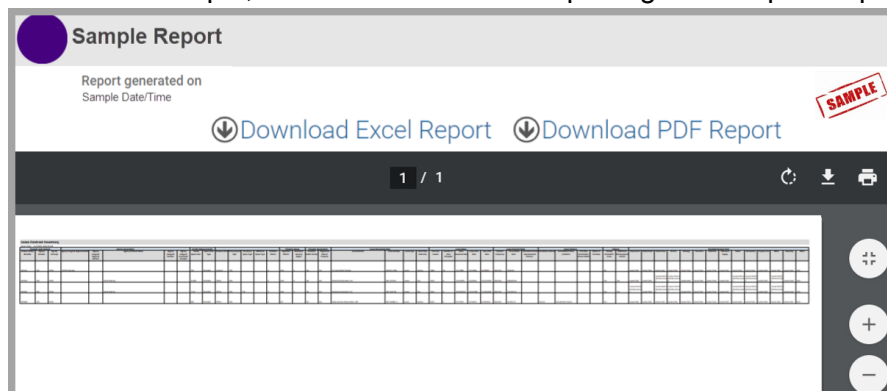
→ In this example, three reports are available from the facility menu.



→ In this example, several reports are available from our agency data menu.



→ In this example, we can use standard reporting tools to print report results, export report results, etc.



Frequently Asked Questions

For additional information, contact the OFM Help Desk.



OFM Help Desk

HereToHelp@ofm.wa.gov

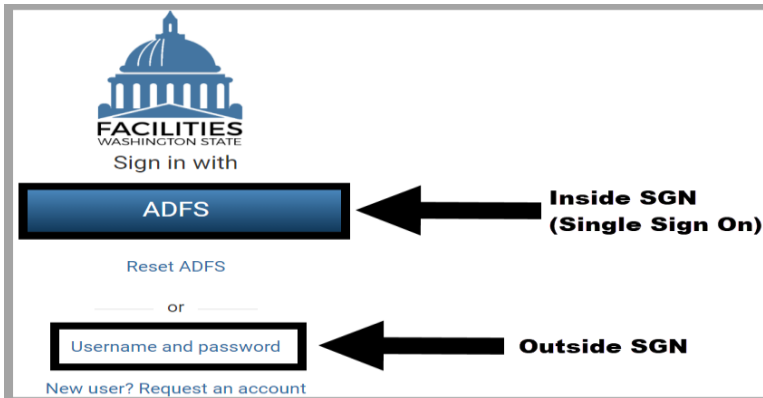
360.407.9100

How do I sign in (log on) to FPMT?

Authorized users can sign in with their FPMT user name/email or via Single Sign On (SSO).

- ✓ Single sign on (SSO) is available via the State Government Network ([SGN](#)) when your agency uses the Active Directory Federated Services ([ADFS](#)).

1. **Open:** Browser.
2. **Input:** <https://fpmt.gorpm.com>.
3. **Press:** Enter. FPMT will display the sign in page.



Is there a preferred browser or settings?

FPMT works best with current versions of Chrome or Firefox. Do not use Internet Explorer or Edge.

- ✓ You may need to use standard browser tools to adjust settings and preferences. For example, you may need to use browser tools to adjust pop-up settings to allow pop-ups from GoRPM or FPMT.

➔ In this example, we use standard Chrome browser tools to allow pop-ups.



Why does FPMT have references to GoRPM and R&K Solutions?

FPMT uses standard software tools from GoRPM provided by our vendor R&K Solutions.

- ✓ You might see the GoRPM logo in the FPMT top banner area and references to R&K solutions in some of the user guide materials, etc.



Where can I find help and resources about facilities planning and GASB87 accounting?


For additional information, contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100)


Topic / Area	Reference	Examples
Using FPMT	FPMT reference materials and job aids	<ul style="list-style-type: none"> ✓ System navigation ✓ FPMT eLearning ✓ User accounts and roles/permissions
Facilities Planning	OFM facilities reference materials	<ul style="list-style-type: none"> ✓ Facility inventory ✓ Six-Year Facility Plan ✓ OFM agency contacts for facilities planning
GASB87 Accounting	OFM accounting reference materials and GASB87 information	<ul style="list-style-type: none"> ✓ GASB87 overview and eLearning ✓ In-scope/out-of-scope items and thresholds ✓ OFM agency contacts for accounting

Does FPMT include online help or tool tips? How do I know which fields are required?

FPMT uses modern technology with standard navigation tools. For example, fields with tool tips include a question mark so that you can display additional information and required fields are labeled with a red band on the left side. If you select save and have not provided data for required fields, FPMT will provide an error message to inform you of the required fields that still need your data.

Legal local government street address based on USPS standards. If common to multiple facilities provide a secondary address designator.

Primary Address 

Secondary Address 

Required fields are clearly labeled with a **red** band on the left side. If you select save and have not provided data for required fields, FPMT will provide an error message to inform you of the required fields that still need your data.

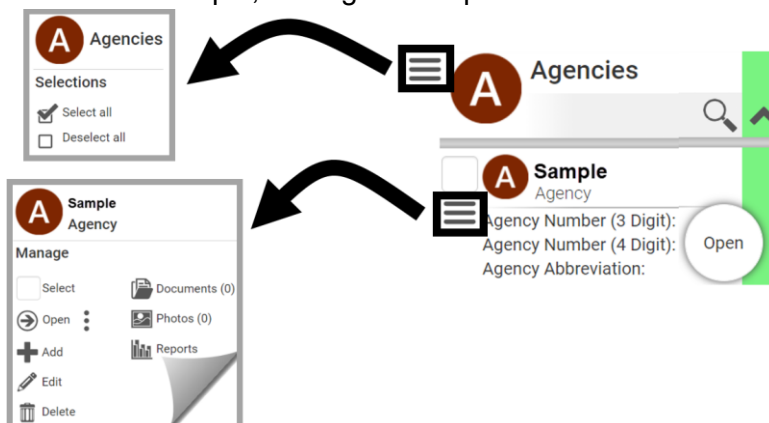
Error
An error occurred while saving.
Required attribute "Primary Address" is missing a value.

OK

Where are the manage data options?

The manage data options are available from the menu levels. If you select the menu and the manage data options are not available, ensure you are at the correct level in the [data hierarchy](#).

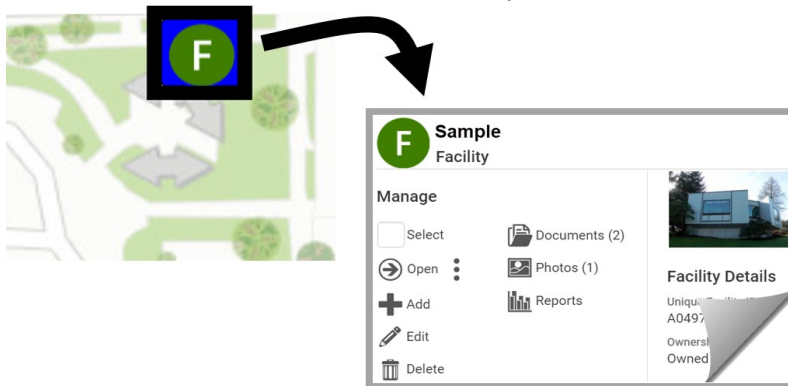
✓ In this example, manage data options are available from the agency menu.



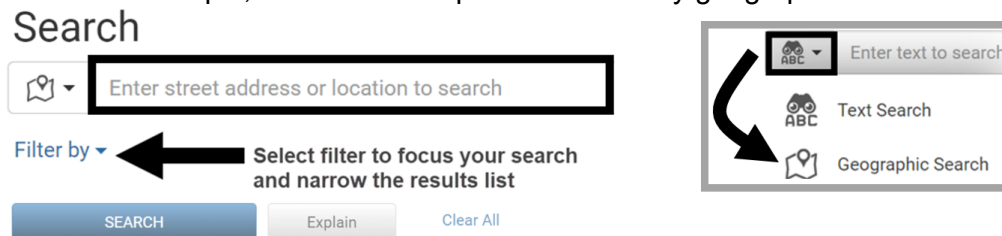
Can I use the geographic location on the map to display information about a facility?

You can select the facility on the map to display information. The search tools also include options to find information using a text search or geographic search.

→ In this example, we select the facility on the map to display information.



→ In this example, we select the option to search by geographic location.



Did the facility business process wizards change due to GASB 87 lease accounting?

We updated the facility business process wizards with new fields and information to support enhanced lease accounting requirements. The facility business process wizards are streamlined to focus on facility-related information only so some of the lease accounting steps were removed. For example, a lease contract that is added as part of a facility business process wizard will be incomplete until the remaining required fields (including lease payment) have been added by a user with accounting role/permissions.

Can I use the lease renewal wizards if I only have the facilities role?

You need accounting role/permissions to use the renewal wizards. We updated roles/permissions for the lease renewal wizards to support enhanced lease accounting requirements.

- ✓ If you have the facility role/permission only and have updates for FPMT data for facility lease renewals, you will need to coordinate the changes with your agency accounting point of contact.

What is the lease review wizard and receivable review wizard?

We added two new business process wizards to support enhanced lease accounting requirements. The new lease review and receivable review business process wizards are available to users with accounting role/permissions.

- ✓ FPMT will guide you through a sequence of steps to review/edit data for lease contracts associated with facility, land, and other assets. You can also edit and add payments, options, and amendments. FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step in the process.

Should I use the lease review business process wizard to add a lease payment?

Users with the accounting role/permissions should use the lease review (or receivable review) business process wizard to add a lease payment. FPMT will guide you through a sequence of steps to review/edit data for lease contracts (facilities, land, other assets).